

**Commonwealth of Virginia**

**PRIVATE SECURITY SERVICES ADVISORY BOARD**

**March 29, 2006**  
**Quarterly Meeting Minutes**

Department of Health Professions  
6603 West Broad Street  
Board Room 4  
Richmond, Virginia 23230-1712

**Call to Order**

Dennis VanDuzee, Vice-Chairman; called the meeting to order at approximately 10:10 a.m., due to the delayed arrival of Kevin Hodges, Chairman.

**Attendees**

Kevin Hodges, Chairman, Dennis VanDuzee, Vice Chairman, Christopher DiMartino, Secretary, Deborah Aylward, Stephen Martin, Thomas Turner, Tony Millner, Jr. and Rafe Wilkinson.

**Absent**

Sean Creamer, Connie Higginbotham, Charles Tobin, Deputy Chief James A. Cervera, Mark Fair

**Approval of Agenda**

Christopher DiMartino moved to add a committee report for Commonwealth Preparedness under number six on the agenda. Deborah Aylward seconded the motion and motion carried. Christopher DiMartino moved to approve the agenda as amended, Dennis VanDuzee seconded the motion, motion carried.

**Approval of Minutes**

Dennis VanDuzee moved to approve the December 1, 2005, minutes as presented. Deborah Aylward seconded the motion, motion carried.

**DCJS Report**

Lisa Hahn reported on staff changes taking place in the Private Security Section. Holly Manke has come on board as a P-14 in Customer Service. She brings a great deal of customer service knowledge with her. Distardi Spillman will join us on April 17, 2006, as a case intake specialist (P-14). Kim Buckner has held interviews for Training Coordinator and will be making an offer to an individual this week.

The annual PSS conference will be held this year in Virginia Beach on October 2-5, 2006. It is being held at the Virginia Beach Ramada Plaza Resort. Robbie Robertson will be heading up the conference again this year and will post an overview of the conference on our website.

PSS is currently working with VITA to upgrade our software system to License2000, which will replace Sherlock. Once the contract is signed we will begin data conversion. We are also in the process of revamping our business processes and applications. We will pass along information to the industry as we approach our "go live" date with the software.

PSSAB vacancies and applications were noticed by email. There will be six vacancies on the PSSAB as of June 30, 2006. The vacancies are available to representatives from SCOP, Private Security Services Business, Law Enforcement, Private Investigator, Electronic Security Business, and Bail Bondsman. Several of the aforementioned

positions are available for reappointment. Those seeking reappointment will need to reapply for the PSSAB position. We will be accepting applications until April 28, 2006.

Lisa McGee gave a brief synopsis of the current regulatory process. She also gave an overview presentation of the proposed regulations. She reported that Bail Bondmen and Bail Enforcement Agents are operating under emergency regulations. The notice of intended regulatory action has been submitted for the Private Security Services and they are currently under executive review. A draft of the regulations will be posted for review after the 30 day public comment period.

Kim Buckner shared that the Section is currently holding in-house customer service training sessions. This is to help our employees serve the Private Security industry with deeper knowledge and better understanding of the industry as a whole.

Kim reported on the new training exemption policy that will be posted on the website within the next 30 days. This policy makes the training exemption process clearer, more consistent.

We have also begun sending out a weekly training update to all certified instructors. These updates help convey pertinent and correct information that needs to be given to students and employees.

Lisa Hahn presented “The Private Side of Public Safety”, a professionally edited video that helps with the Private Security and Law Enforcement collaboration. This video will be sent out to all Law Enforcement academies in Spring 2006.

Kevin Hodges thanked DCJS and Private Security Services for their continued recognition and support of the industry. He also commended PSS for bringing respect and professionalism to the industry through the collaborative work with law enforcement.

## **Committee Reports**

### **Training Committee**

Mr. Martin reported that the Training Committee met March 1, 2006, in Harrisonburg, Virginia. The minutes from this meeting were handed out and reviewed by the Board. The minutes have been posted to the website as well. The next meeting will be held in June 2006, with the date forthcoming.

### **Commonwealth Preparedness**

Christopher J. DiMartino updated the Board on the committee meeting that took place on March 28, 2006. It was discussed in this committee meeting how Commonwealth Preparedness can assist Private Security interchangeably. Mr. DiMartino also asked for volunteers to serve on the committee.

**New Business**

Steve Martin asked for nominations for the Harold McCann award. The nomination form can be found on the PSS website and should be returned to Mr. Martin by first week of June 2006.

**Board Comments**

Tom Turner commented on several pieces of legislation that just passed through the General Assembly session. One piece of legislation that was passed was the regulation of campus security. Mr. Turner asked what role PSS will be taking in this effort. Lisa Hahn stated that the decision has not been made as of this time and Leonard Cooke will decide the outcome of what section will be given this responsibility.

Mr. Turner also questioned the training standard for SCOP's. He stated that currently SCOP's are required to go through training and the application process every year. He asked why this renewal period couldn't be changed to a two-year renewal period. Lisa Hahn explained that this is something that is being looked at for the draft regulations and is being taken into consideration. Mr. Turner also voiced his concern on the lack of training availability and frequency for SCOP, and asked that the training schools take this into consideration.

Tony Millner commented that licensed Bail Bondsmen can make their own pick ups and asked if private citizens can ride along with them or do they have to be a licensed Bail Enforcement Agent. Lisa Hahn referenced the regulations, stating currently you have to have a licensed Bail Enforcement Agent to provide this service.

**Public Comment**

None

**Announcements**

The next Advisory Board meeting will be held in June with the date to be announced.

**Adjournment**

Deborah Aylward made the motion to adjourn; Christopher DiMartino seconded the motion and the motion carried.

**Public Attendees:**

Landon White

Larry Daniel

Jeffrey Cottle

Judith Daniel

John Covin

John Hall

John Kochensparger

Christopher Johnson

Alphonzo Bukilehh

Wayne Schneider

Tom Kramer

Rufus L Swittenberg II

John Palmares, Jr.

George Haudricourt

Jim Rowe

Meriah Crawford

Joann Miller

Jennie McLamb

Lynn Herring

Charles Cline

Craig Perry

Mary Kay Wakefield

Brent Fortner

Beth Townsend

Nicole Bocra

Bill Stollhans

Keith English